

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office	(2) MEETING DATE 6/7/2016	(3) CONTACT/PHONE Lisa Howe 781-5025	
(4) SUBJECT Request to designate the County Clerk-Recorder's office as custodian of the Enterprise Systems Catalog pursuant to Senate Bill 272 Government Code Section 6270.5. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board designate the County Clerk-Recorder's office as custodian of the Enterprise Systems Catalog.			
(6) FUNDING SOURCE(S) General Fund Support	(7) CURRENT YEAR FINANCIAL IMPACT \$5,000.00	(8) ANNUAL FINANCIAL IMPACT \$5,000.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW This item was prepared by the Administrative Office			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Administrative Office / Lisa Howe
781-5025

DATE: 6/7/2016

SUBJECT: Request to designate the County Clerk-Recorder's office as custodian of the Enterprise Systems Catalog and post the catalog on the County's website as well as have a hard copy available for the Public at the Clerk-Recorder's office, pursuant to Senate Bill 272 Government Code Section 6270.5. All Districts.

RECOMMENDATION

It is recommended that the Board designate the County Clerk-Recorder's office as custodian of the Enterprise Systems Catalog and post the catalog on the County's website as well as have a hard copy available for the Public at the Clerk-Recorder's office.

DISCUSSION

Approved on October 11, 2015, Senate Bill 272 adds Section 6270.5 to the California Public Records Act (Government Code 6250-6276.48) which requires state and local agencies to create a local catalog of Enterprise Systems and make this catalog publicly available by July 1, 2016. This catalog is to be prominently posted on the agency's website and disclose the following information: Current system vendor, current system product, brief summary of system purpose, general description of categories or types of data, the primary custodian of system, frequency in which data is collected and updated.

Enterprise systems are to be defined as a multi-departmental system or a system that contains information collected about the public, and a system of record serving as an original source of data. This catalog is not to include Information technology security systems, physical access control systems, employee identification management systems, video monitor and other physical control systems, Infrastructure and mechanical control systems, systems related to dispatch and operation or emergency services, or specific records that the system collects, stores, exchanges or analyzes. SB272 allows that if the public interest is better served by not disclosing, the agency may provide a system name, brief title or identifier of the system.

Senate Bill 272 requires that the catalog be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The Clerk-Recorder's Office maintains and provides access to public records and, as such, it is recommended that the Board designate the Clerk-Recorder's office as custodian of the Enterprise Systems Catalog. The online publication of the document will be posted on the Clerk-Recorder's public-facing website. Annually, County Counsel and Information Technology will assist with gathering catalog information and checking for potential security issues that may come from providing the publication of certain products or systems.

OTHER AGENCY INVOLVEMENT/IMPACT

All departments have submitted information regarding Enterprise Systems specific to their department. The catalog has been authored and vetted out by Information Technology Department, County Counsel and Clerk Recorder's office.

FINANCIAL CONSIDERATIONS

To date, the estimated effort has taken approximately 100 staff hours with an estimated cost of \$5,000. This effort is an unbudgeted General Fund expense and will be covered by each impacted department's budget as an administrative task.

This is an unfunded state mandate that all Counties are required to comply with and complete. No state reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

RESULTS

Designation of County Clerk-Recorder's office will ensure that the members of the public will have access to the Enterprise Systems Catalog and that the County will be in compliance with Section 6270.5 of the California Public Records Act. This action is consistent with the County's Communitywide results for a Well-Governed Community.

Designation of County Clerk-Recorder's office will ensure that the members of the public will have access to the Enterprise Systems Catalog. The County will be in compliance with the Senate Bill as the catalog is updated annually starting every April. This form of compliance meets the County's Communitywide results for a Well-Governed Community "The County will provide high quality "results oriented" services that are responsive to community desires."

ATTACHMENTS

None